

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Review of Office Functions and Activities

FROM:

PPG

EXTENSION

NO.

5311

DATE

22 OCT 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/SSC

2.

Lon-

3.

4.

5.

6.

7.

8.

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10.

11.

12.

13.

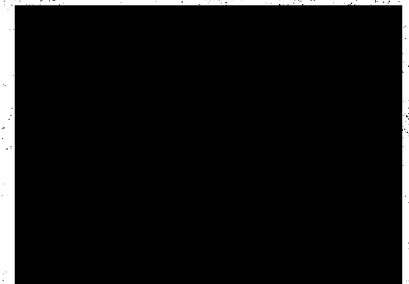
14.

15.

Attached is the action plan for Directorate level objective B 57104 which relates to a review of all Office functions, activities and organization. The first step in fullfiling this objective is to have the components identify all the activities in which they are engaged.

To insure complete understanding of the requirements and to insure uniformity of response, someone from PPG plans to meet with you to participate in the development of the activities listing. In preparation for these discussions, it would be helpful if you would begin to compile a tentative list of your various activities

STATINTL



[1-2] I think our 7-11 base data might be a good place to start in this. D

05711

DCI	DD	OFFICE
	X	

FISCAL YEAR : 1975
EST. MAN-YEARS: 1
EST. DOLLARS : \$30,000
TARGET DATE : 30 JUNE 1975
ACTION OFFICER: DD/P&M
TELEPHONE NO. : X-5861; R-1120

PERIOD	STATUS	
	(CIRCLE ONE)	
JULY-AUGUST	+	<input checked="" type="radio"/> /
SEPTEMBER-OCTOBER	+	<input type="radio"/> /
NOVEMBER-DECEMBER	+	<input type="radio"/> /
JANUARY-FEBRUARY	+	<input type="radio"/> /
MARCH-APRIL	+	<input type="radio"/> /
MAY-JUNE	+	<input type="radio"/> /

+ - EXCEEDING PLANNED PERFORMANCE.
= - MEETING PLANNED PERFORMANCE.
/ - BEHIND PLANNED PERFORMANCE.

MILESTONES	COMPLETION DATES												FOOTNOTE NUMBER
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	
COMPONENTS IDENTIFY THEIR FUNCTIONS AND ACTIVITIES.				△									
ESTABLISH FORMAT FOR EVALUATING FUNCTIONS AND ACTIVITIES.				△									
COMPONENTS ACCOMPLISH INITIAL EVALUATION OF THEIR FUNCTIONS AND ACTIVITIES IN PRESCRIBED FORMAT.						△							
COMPONENT EVALUATIONS CONSOLIDATED.								△					
OFFICE-WIDE REVIEW OF CONSOLIDATED REPORT AND RESULTS INTEGRATED.										△			
INTERNALLY COORDINATED REPORT FURNISHED DIRECTOR OF SECURITY FOR APPROVAL.											△		
REPORT SUBMITTED TO DD/A INCLUDING RECOMMENDATIONS REQUIRING HIS APPROVAL TO IMPLEMENT.												△	

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